

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee met on Monday, April 22, 2019 at 6:15 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present:	Shawn Mueske Chair
	Fernando Alvarado Vice Chair
	Vicki Davis Council Member
	Julie Asmus Council Member

Others present: Human Resource Director Samantha Beckman, Officer Vince King, and Mayor Marv Calvin.

Item No. 1 Call to Order

The meeting was called to order by Council Member Mueske at 6:15 p.m.

Item No. 2 Public Comment

No public comment.

Item No. 3 Retirement Date Change Request (Resolution)

Due to administrative changes in how PERA administers their survivor benefit, retirees in the Police and Fire Department plans will receive a smaller pension payment if they retire June 1st or later. Staff proposed adding the option that employees who provided their 90 days' notice by March 31st, may depart earlier than their 90 days.

Item No. 4 City Administrator Job Description (Motion)

Staff presented an updated job description as well as examples from several other cities. A motion was made by Council Member Davis, seconded by Council Member Asmus to approve the job description pending the addition of a communication requirement.

Item No. 5 Recruitment Firm Selection (Resolution)

Staff confirmed that we are able to switch recruiters at Baker Tilly if desired and they can also send a representative to Willmar to present their proposal and answer any questions if desired. The timeline and price between GovHR and Baker Tilly are very similar along with the services they provide. After discussion a motion was made by Council Member Asmus, seconded by Council Member Davis to recommend Baker Tilly as our recruiting firm due to our prior and continuing relationship with Springsted and the fact that they are locally based.

Item No. 6 Interim Search Next Steps (Information)

Staff presented the contact list of Interim Administrators provided by the League of Minnesota Cities. A rough timeline of mid-June through October/November was established as the predicted length of time the City would need an interim. A list of priorities was also started for what the Interim would need to complete or focus on. Staff will begin contacting the list of interims provided by the League of MN Cities and finding out who is available and interested in our opening.

Item No. 7 Employee Personnel Policy (Information)

Staff presented the second section of the updated employee personnel policy obtained from the League of MN Cities. At the League's recommendation, staff is utilizing their handbook template and customizing it to Willmar's policies and procedures.

There being no further business to come before the Committee, the meeting was adjourned at 8:15 p.m. by Chair Mueske.

Respectfully submitted,

Samantha Beckman
Human Resources Director